**Hallways**

* Children must practice H.A.L.L while in the hallway.
* That stands for:
* hands folded in front of you
* all eyes forward
* lips sealed (ABSOLUTELY NO TALKING)
* low speed
* Smile and nod to say hello instead of waving or saying hello

**Entering the Classroom**

* Greet teacher/Turn in homework
* Enter quietly and politely
* Begin “Do Now”
* Begin spelling work
* Follow the appropriate procedures for each time of day (e.g., morning, after lunch, after a special class).

**Lining up**

* Stand up silently
* Push in your chair
* Take all necessary items
* Line up silently without touching others
* Face the front of the line
* Watch where you are going.

**Ending the day**

* Clean off your desk
* Pick up any trash within three feet of your desk
* Collect your mail
* Wait quietly to be dismissed.
* Go to lockers to get belongings.
* Board the bus immediately.

**Obtaining help with assignments**

* If you are working alone, raise your hand to get help from me
* If you are working with a group, ask them for help in understanding how you do the assignment.

**Heading on Paper**

* Write information on the right side of the paper.
* Make sure your first and last name is on your paper
* Make sure your paper has current date
* Make sure the subject is on your paper and page numbers

**Restroom**

* Stand straight and silent in the halls with arms folded
* Enter restroom silently
* Take care of your business
* Wash your hands
* Throw all paper in the waste basket
* Enter back in hall silently
* Get a drink of water
* Stand in line silently until class is finished.

**There will only be supervised, class restroom breaks**

**Sharpening Pencils**

* Done once in the morning and once after lunch only by teacher or student helper.
* Students may exchange a pencil with the teacher only.

**Getting into work groups**

* Take all the materials you will need
* Greet each other quietly
* Stay on task
* Complete the task doing your personal best
* EVERYONE PARTICIPATES
* Make sure each person signs the project
* Thank the others in your group.

**Using the classroom library**

* When I am not teaching the whole group, you may check out a book.
* Raise hand to ask permission or use non-verbal signal
* Select a book (you only have three minutes at the class library)
* Sign out the book on the sign-out sheet.
* Take good care of the book
* When you are finished, return the book to the basket and check it off the list.

**Preparing for lunch**

* Wait quietly at your desk
* When your name/group/row is called, line up
* Take everything with you, as you will not be allowed to come back to the classroom.

**Visitors in the classroom**

* When visitors enter the room, let the designated classroom "host" or "hostess" greet them
* Remain silent or continue with work
* Absolutely no talking while teacher talks to the visitor
* Treat visitors respectfully.

**Fire drill**

* Stop everything!!!!!!!!
* Stand up and head for the door quickly but orderly (without running or pushing)
* ABSOLUTELY NO TALKING
* Follow teacher outside
* The door holder will hold door for the rest of the class
* Stay in a line.
* Wait patiently, calmly, and quietly in line outside until we are allowed to re-enter the building

**Signals for attention**

* When I need your attention, I will clap rhythmically or ring the bell.
* As soon as you hear the signal, stop what you are doing and repeat the rhythm after me (clapping).
* As soon as you hear the bell, stop what you are doing
* SLANT

**Organizing desk**

* Remove all loose papers
* Decide if they should go home or stay at school
* Put papers that should stay at school in the front pocket of your work notebook
* Put pencils in notebook or folder
* Put your folders and work notebook on the left side of your desk neatly or under seat

**When work is completed**

* Work on any unfinished assignments first
* Read a book
* Write a story
* Create a song/rap/poem about what the class is studying.

**Tornado Drill**

* Stop what you are doing
* Stand up and push chairs in
* Line up quickly and silently
* Walk out the classroom in an orderly manner
* No Talking in the halls
* Find designated spot
* Get in the tornado drill position
* Stay this way until given the ok by administration

**Lock Down**

* Stop
* Listen
* BE SILENT—do not make noise with voices, chairs, etc.
* Follow directions from teacher that you were told to do earlier
* Wait until administration gives the ok

RTQ- REPEAT THE QUESTION

COLD CALL—HANDS DOWN

TEACHER: 1, 2, 3 ALL EYES ON ME

STUDENTS: 1, 2 ALL EYES ON YOU

NON-VERBAL SIGNALS

Restroom—

Kleenex—

Trash—

Paper—

Writing at the Carpet

* Sit with your partner on the carpet
* Be seated in 15 seconds
* Zero noise level
* Listen for teacher directions
* When talking with writing partner, noise level at a 2.

Picking Up Papers (10 seconds)

* On your mark, get set. . . GO!!!!
* Groups will pass paper to Group Captain
* Group Captain will make sure group papers are labeled correctly
* Student helper will pick up papers

Passing Out Papers

* Student helper will pass out paper in 10 -15 seconds.
* Student helper will give worksheets to team captain.
* Team Captains will pass paper to group members.

Dismissal

* Go to lockers and get belongings (2 minutes)
* Line up with hands folded
* Teacher will walk bus riders to the bus
* Teacher will walk after school students to the cafeteria.

Absences/Make-Up Procedures

* Check mail box for worksheets or newsletters
* Check Assignment Binder with lesson plans and assignment list.
* It is your responsibility to make-up any work due to absence or tardiness.
* The teacher will not remind to check.

Center or Station Work

* Go to center/station immediately and silently.
* Participate in every center
* Check off every center/station on the center sheet.
* Turn in your work for each center at the end/ completion of all centers.
* Work for centers will be labeled with the Days of the Weeks.
* Put work from centers in the folder of the correct day located on teacher’s desk.

Exchanging Papers

* Exchange papers only with members in your group or area.

Ask Question/Getting Out Seat

* Raise your hand
* Wait for teacher to acknowledge you
* Ask your question or get permission to leave seat